

# NOTICE

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N JO 1720.88

### Air Traffic Organization Policy

Effective Date:  
01/07/2011

Cancellation Date:  
01/07/2012

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**SUBJ:** Distribution of National Airspace System (NAS) Technical Documentation

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1. **Purpose of this Notice.** This notice provides information on the Direct Distribution System (DDS), which is used to distribute maintenance handbooks, notices, notices of intent, System Support Directives (SSDs), and Technical Instruction Books (TIBs) to the field.
2. **Who this Notice Affects.** This notice affects Technical Operations field offices that receive hard copies of NAS technical directives via DDS and Second Level Engineering offices in Technical Operations Services, En Route and Oceanic, and Terminal Services, which originate NAS technical directives.
3. **Where You Can Get a Copy of this Notice.** This notice is available on [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)
4. **What this Notice Cancels.** This notice cancels Notice N JO 1720.87 dated May 11, 2009.
5. **Users of DDS.** The users of DDS are in Second Level Engineering. Second Level Engineering generates the maintenance handbooks, notices of intent, SSDs, and other technical documents that are mailed to the field. Second Level Engineering uses DDS to generate mailing labels for these documents.
6. **Methodology.** DDS uses the General Services Administration (GSA) Address Code to ensure distribution to the work center level. DDS interfaces with the Facility, Service, and Equipment Profile (FSEP) database for equipment inventory information to determine inventory count (copy count) information. DDS also interfaces with the Logistics Information System (LIS) Name and Address Database for mailing address information.
  - a. **Copy Count Calculation.** DDS looks at FSEP to obtain copy count numbers as follows:
    - (1) The field facility having equipment in FSEP on their GSA Address Code will receive printed copies. The number of printed copies the field facility receives is equal to the number of units showing in FSEP in the MOD COUNT field for the particular type of equipment

that is the subject of the technical document. The default number in the MOD COUNT field is the FSEP unit number. System Support Centers (SSCs) may change the default MOD COUNT numbers to a maximum of 5 numbers higher or any number lower than the default number, with “1” being the lowest.

(2) The exception to this is the following communications equipment: BUEC, ECS, RCAG, RCO, RCE, RTR. The default number in DDS for this equipment is 2.

(3) Parent SSCs will receive 1 copy of all technical documentation distributed to the field facility listed below it.

NOTE: Multiple field facilities listed below the same SSC will result in a total of 1 copy being sent to the parent SSC – not a larger quantity of copies.

(4) Parent Groups (where they exist) and Parent Districts will receive 1 copy of any technical documentation distributed to the SSCs below them.

**b.** Changing the Mod Count Field. SSCs may contact their FSEP POC to review/change the numbers in the MOD COUNT fields for their GSA Address Codes. The latest FSEP points of contact are available online here:

[https://intranet.faa.gov/faaemployees/org/linebusiness/ato/operations/technical\\_operations/ajwl/ajwl62/fsep/](https://intranet.faa.gov/faaemployees/org/linebusiness/ato/operations/technical_operations/ajwl/ajwl62/fsep/)

**7. Second Level Engineering “Copy Count Override Function.”** Second Level Engineering may override the MOD COUNTS that are in FSEP and substitute another number of copies for certain mailings. This is done on an individual document basis and does not affect the MOD COUNTS that are in FSEP.

**8. Supplemental Mailing Lists.** Offices that would not normally receive technical documentation thru the method described above may request to be put on a supplemental mailing list by contacting AJW-8 (see paragraph 11).

**9. Determination of Mailing Address.** The Logistics Information System (LIS) allows for three addresses: [Mailing], [Freight] and [Special]. DDS uses the [Mailing Address] field in the LIS to mail documentation copies to field facilities. Therefore, it is important that all field facilities have accurate, up-to-date [Mailing Addresses] in LIS. SSCs should contact their LIS point of contact for verification of their addresses and any address changes that are needed. The latest LIS points of contact are available online here: <http://impart.faa.gov/impart/home.html> (Click on the “LIS Name and Address Coordinators link”).

NOTE: The latest address file from LIS is now being uploaded to DDS daily to ensure the most accurate address information available.

**10. Changes to LIS Mailing Addresses.** To ensure that the distribution system provides copies to the correct addresses, SSCs should correct their addresses as follows:

- a. For conformity, please ensure the first line of the [Mailing Address Line 1] reads, "DOT FAA OFFICE ROUTING CODE". No special characters are allowed within mailing addresses.
- b. Please ensure that the second line of the [Mailing Address Line 2] reads, "NAME OF OFFICE BUILDING ROOM NUMBER" (as applicable). Text up to 35 characters may be entered.
- c. Please ensure that the remainder of the [Mailing Address Line 3] reflects where technical documentation should be delivered. This should be the PHYSICAL STREET ADDRESS or PO BOX. Please use standard USPS abbreviations such as: PO BOX, ST, BLVD, AVE, RD, DR, CT, STE, BLDG, RM, OFC, HNGR, EXPY, PKWY, or RTE.
- d. Zip Code and Zip + 4 are required. You may use the following USPS link to search for zip code information: <http://zip4.usps.com/zip4/welcome.jsp>

EXAMPLE: USE ALL CAPS AS SHOWN BELOW

DOT FAA AML 042  
INFORMATION SYSTEMS GROUP MPB RM 202  
PO BOX 25082  
OKLAHOMA CITY OK 73125-0082

- e. For further assistance in updating addresses, contact your LIS Regional Coordinator (see paragraph 9).

**11. Point of Contact.** For questions, please contact Dottie Lukinic, Technical Operations Services, AJW-8, (202) 267-8499.



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